

2006 Caltrans Excellence in Partnering Award Application

<http://www.dot.ca.gov/hq/construc/partnering.html>



Background

The Caltrans Excellence in Partnering Award is an annual recognition of partnered contracts that best optimize principles of partnering. The main purpose is to celebrate success, share lessons learned of best practices, and honor all contract stakeholders.

Eligibility

Partnered contracts completed by December 31, 2005.

Recognition Levels

I.	Nominee	(0 - 74 points)
II.	Bronze	(75 - 79 points)
III.	Silver	(80 - 89 points)
IV.	Gold	(90 – 100+ points)

Criteria

Caltrans Excellence in Partnering Awards are judged on both objective and subjective criteria. Applications will be scored by a team composed of Caltrans construction managers along with industry senior executives.

Directions

1. Applications must be **TYPED** and completed fully. Fill out a separate application for each contract nominated.
2. **The text for all sections may have a combined total of no more than 2000 words.** The word count is to be filled in for each section and the combined total supplied in the Total Word Count space. The “word count” feature in Microsoft Word (under the tools menu) may be used to count words. **Applications will be rejected if they exceed the 2,000-word count maximum.**
3. A maximum of five additional supporting pages (8 1/2 inches by 11 inches, **one side only**) may be attached to the application. Supporting pages can include text, photographs, charts, graphs or appropriate tables to highlight results. More than **five** additional pages will **NOT** be accepted. Entries become the property of Caltrans Division of Construction, and will not be returned.
4. An electronic version of this application is available for applicants; however, **nominations must be submitted in a hard copy (six copies per entry)**. Applicants are encouraged to retain the computer files for future use.
5. Submit a total of **six typed copies** of each entry (application plus attachments) to the Caltrans District Construction Office in your area.
 - Mail via U.S. Mail postmarked on or before **September 15, 2006, or**
 - Hand deliver to District Construction Office on or before **5:00 p.m. on September 15, 2006** (must be received and date stamped by District Construction Office).

No other form of delivery will be accepted (fax, internal mail, e-mail, etc.).

6. In order to give all contract applications the same opportunity, contract nominations that do not follow the above rules and format, or are received after the deadline, will not be considered for awards.
7. All six copies of each entry for contract recognition must be received by Headquarters Division of Construction by close of business day on **September 29, 2006**. All applications must be submitted directly by the Deputy District Director of Construction of the district applying for contract recognition to:

Partnering Office
Division of Construction, MS 44
Sacramento, CA

Note: The judges look carefully at the responses to questions. Direct, pointed answers to questions without rhetoric, are desired. Please do not leave out requested information as it affects the overall score.

CONTRACT INFORMATION

Contract Name:	
Location:	
EA:	
Nominations Submitted By:	
Caltrans:	(Name & Title): Address: _____ — Phone Number: _____ Fax Number: _____ _____
Contractor:	(Name & Title): Address: _____ — Phone Number: _____ Fax Number: _____ _____
District Contact Person:	
Mailing Address:	(Use internal route tag identification, mail stations, etc.)
Telephone Numbers:	Public with Area Code: (____) _____ Calnet: _____
Fax Numbers:	Public with Area Code: (____) _____ Calnet: _____
Alternate Contact:	

(I) CONTRACT DESCRIPTION**(3 Points)**

A) Type of Work:

B) Size: *(approximate dollar value)*C) Brief description of job site: *(describe location and unique characteristics of contract site)*

D) Who initiated the Partnering process?

- 1) ☐ Required by Specification ☐ Voluntary
- 2) ☐ Initial Meeting Self Facilitated ☐ Initial Meeting Professionally Facilitated
- 3) Number of Partnering sessions during contract _____

E) Date of contract completion: *(acceptance of contract)***Section (I) Word Count:** _____**(II) LIST ALL STAKEHOLDERS****(5 Points)***(Identify entity and involvement or scope of work):***Section (II) Word Count:** _____

(III) WHY THIS CONTRACT?

(5 Points)

Describe why the contract should receive a Caltrans Excellence in Partnering Award.

(This may include challenges or obstacles overcome, awards, special efforts.)

Section (III) Word Count: _____

CONTRACT RESULTS

(IV) OBJECTIVE CRITERIA

- A) Was a Partnering charter/agreement prepared? Include a copy. *(4 Points, 0 if Charter not attached)*
- B) How were the goals of the charter evaluated and were they realized? *(6 Points)*
- C) What was the safety record for all jobsite employers? (include loss time injury) *(10 Points)*
- D) Did the contract come in at or under budget of contract allotment? *(5 Points)*
- E) Did the contract come in on or ahead of schedule (number of working days in the contract)? *(5 Points)*
- F) Describe your issue resolution procedure. Show evidence. *(5 Points, 0 if no evidence)*
- G) Potential claims were resolved before contract acceptance (number of resolved potential claims and dollar value)? *(10 Points)*
- H) How many claims were filed on the contract after Proposed Final Estimate (PFE)? (give number and dollar value) *(2 Points)*

Section (IV) Word Count: _____

(V) SUBJECTIVE CRITERIA

- A) Describe how crafts workers were involved in the Partnering process. *(6 Points)*
- B) Describe the Partnering evaluation process on this contract. Include copies of monthly evaluation data. *(10 Points)*
- C) List any teambuilding activities. Describe any unique motivational activities employed. *(5 Points)*
- D) Identify any innovative ideas that evolved through the Partnering process. *(10 Points)*
(cost savings, value engineering, improved productivity, quality, etc.)
- E) Discuss details about how you attained overall contract quality beyond what was specified in the contract. *(5 Points)*
- F) Describe contract relations and on-going relationships with all stakeholders. *(4 Points)*
(supply testimonial letters if possible)

Section (V) Word Count: _____

(VI) BONUS POINTS

- A) Explain any special adaptations of Partnering made to fit this particular contract. (***2 Points***)
- B) Offer your ideas for improving the Partnering process. (***2 Points***)

Section (VI) Word Count: _____

Total Application Word Count: _____

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Applicant Survey

The Statewide Partnering Recognition Team is committed to continuous improvement. Your feedback as our customer is extremely important. Please take a moment to complete this survey, and **return it with your award application**. The information you provide will be used to improve next year's Contract Partnering Recognition.

Please indicate your reaction to each of the following:

	I Strongly Agree	I Agree	No Comment	I Disagree	I Strongly Disagree
Partnering is making a difference in my district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Caltrans Excellence in Partnering Award Application was easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Application 2000-word count limit was enough space to explain the contract's Partnering process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our contract team was given enough time to provide the requested information. – 6 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnering in my District/Division/Service Center is well advertised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add any additional comments you feel are appropriate to help us improve:

Optional:

Name: _____ Organization: _____ Phone: _____

Please enclose this survey with Partnering Award Application.